

General Description

The Student Ministry Coordinator will provide overall support to the Student Ministry, ensuring the effectiveness, efficiency, and success of discipleship, logistics, connections, and administration as it applies to the vision of LH Students. This versatile role will require strong administrative, organizational, verbal and interpersonal communication skills, proficient formal written communication, and a solid ability to multitask.

Essential Job Functions

1. In support of the NextGen Pastor, champion the implementation of the overall student ministry vision by ensuring that all LH Students events carry out the mission of LH Church, “reach the lost and make disciples.”
2. Plan and execute biblically accurate, culturally relevant, and high-energy gatherings for students.
3. Oversee the opportunities for students at LH - Ministry Nights, Serve Days, and Sunday Integration.
4. Develop weekly group leader guides, Parent Conversation Guides, and any other supplemental resources.
5. Oversee primary transitions within ministry (LH Kids → LH Students and LH Students → Young Adults).
6. Create clear paths for students to take next steps in their spiritual growth.
7. Ensure overall LH Students ministry model works with overall church discipleship model
8. Manage and enhance new leader onboarding process for all LH Students volunteers to include recruitment, training, equipping, screening, and on-boarding.
9. Alongside NextGen Pastor, partner with parachurch ministries to expand student ministry presence at local schools.
10. Work with NextGen team to establish deliverables and timelines for ministry events and needs.
11. Alongside NextGen Executive Assistant, coordinate LH Students events, hangouts, and trips.
12. Alongside NextGen Executive Assistant, implement a system to allow follow up with every student that fills out a connection card from an LH Students event utilizing Planning Center Online.
13. Coordinate ordering and preparation of all supplies for all LH Students ministry nights.
14. Assist in coordinating the expansion and visibility of student ministry, focusing on the student MVMT team.
15. Develop and oversee a system for building a student culture within the LH MVMT team by implementing a strategic system to track and connect with students on the LH MVMT team.
16. Communicate all necessary information and leadership development opportunities to LH Students Leaders and follow up from Leader meetings as directed by the NextGen Pastor.
17. Assist in the development of an annual budget for LH Students.
18. Partner with NextGen Worship/Missions Coordinator to plan and execute effective Student Serve Days.
19. Perform other duties as assigned.

Education and Experience

The ideal candidate has strong administrative, communication, and logistical skills. He or she should be both highly relational as well as task/goal oriented. They should also have experience working with students for at least two years. This successful individual possesses a working knowledge of Microsoft

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Office, Planning Center Online, data management software, and other related applications operated in a Mac environment.

Compensation

This is a full-time position (40 hours per week) compensated based on experience.